

<b>AOP 7: INVENTORY OF EQUIPMENT</b>	Page 1 of 2
<b>Division of Forensic Science</b>  <b>Administrative Operating Procedures</b>	Amendment Designator:
	Effective Date: August 1, 2002
<p style="text-align: center;"><b>AOP 7: INVENTORY OF EQUIPMENT</b></p> <p><b>7.1 BACKGROUND</b></p> <p>The Commonwealth of Virginia Office of the Comptroller issues policies and procedures for fixed asset accounting (CAPP Function No. 30000), including definitions and general policy, asset acquisition and physical inventory procedures, and related topics. The Department of Criminal Justice Services (DCJS) and the Division of Forensic Science maintain proper stewardship over all agency owned fixed assets according to CAPP Function No. 30000 requirements.</p> <p><b>7.2 GENERAL DFS RESPONSIBILITY</b></p> <p>7.2.1 DFS will maintain proper stewardship over all agency fixed assets by following the following general guidelines:</p> <p>7.2.1.1 Maintain internal procedures and environment that ensure proper control and safeguarding of all DFS owned or otherwise utilized fixed assets.</p> <p>7.2.1.2 Provide for Generally Accepted Accounting Principles (GAAP) basis financial reporting in the appropriate format. For financial reporting purposes, all fixed assets valued at \$5000 or more, on an historical cost basis, must be capitalized and inventoried. Actual or historical cost includes freight and transportation, installation, site preparation, and any other related costs. If cost cannot be readily determined, estimated cost is required.</p> <p>7.2.1.3 Proper stewardship must be maintained over all fixed assets, regardless of value. DCJS, at its discretion, requires control of laptop and notebook computers valued at less than \$5000; DFS adheres to this policy.</p> <p>7.2.1.4 Establish and maintain procedures to ensure that proper reconciliations and corrections are made in a timely fashion.</p> <p>7.2.1.5 Ensure that all depreciation is calculated where applicable, summarized, and reported on a basis consistent with GAAP.</p> <p><b>7.3 DFS RESPONSIBILITY FOR ASSET ACQUISITION</b></p> <p>7.3.1 Adhere to the rules and regulations in the <i>Agency Procurement and Surplus Property Manual</i>.</p> <p>7.3.1.1 Submit recordable (capitalized) assets to the DCJS FAACS Coordinator for posting within 45 days after receipt and acceptance.</p> <p>7.3.1.2 Inspect new items and assign a unique inventory identification number when appropriate. Donated items, and those acquired by other means, must also be identified and properly recorded.</p> <p><b>7.4 DFS RESPONSIBILITY FOR ASSET CONTROL AND MANAGEMENT</b></p> <p>7.4.1 Each laboratory should perform a physical inventory of fixed assets equipment annually. The inventory is intended to ensure that fixed assets recorded in the Fixed Asset Accounting and Control System (FAACS) physically exist; to determine if unrecorded or improperly recorded transactions have occurred; and to identify any excess, defective, or obsolete assets on hand. Equipment is defined as property which is complete in itself, does not lose its identity or become a component of the building where it resides, and is of a durable nature with an expected service life of more than one year. The inventory team should consist of section employees, and may include part-time employees to minimize disruption of full-time employees.</p> <p>7.4.2 Resolve discrepancies in a timely manner.</p>	

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<p>7.4.3 Transmit additions, deletions, and changes to the Forensic Laboratory Business Manager.</p> <p><b>7.5 RESPONSIBILITY OF THE FORENSIC LABORATORY BUSINESS MANAGER</b></p> <p>7.5.1 Assign inventory identification numbers as appropriate.</p> <p>7.5.2 Maintain the fixed assets inventory</p> <p>7.5.2.1 Make additions, deletions or corrections to the equipment inventory.</p> <p>7.5.2.2 Transmit all new equipment data to the DCJS FAACS Coordinator in a timely manner.</p> <p>7.5.2.3 Establish a timetable and coordinate the physical inventory, and assist if requested or required.</p> <p>7.5.2.4 Maintain documentation of equipment purchases, disposals, or relocations. Retain fiscal records for two years plus the current year, or until audited. Destruction of records must be done in accordance with policies and procedures of The Library of Virginia.</p> <p>7.5.2.5 Assure that equipment disposals are done in compliance with procedures prescribed in the <i>Agency Procurement and Surplus Property Manual</i>.</p> <p style="text-align: right;">◆ End</p>	